

**CAREER OPPORTUNITY 09-06CL
UNITED STATES COURT OF APPEALS
FOR THE THIRD CIRCUIT**

Announcement Date: **September 08, 2006**

Position Title: **Secretary-Administrative Assistant to the Clerk of Court**

Closing Date: **October 6, 2006**

Classification Level: **CL 25 or 26 (\$36,025 - \$64,540) based upon qualifications**

Duties and Responsibilities

Receives, screens, and refers telephone calls and personal visitors. Answers routine inquiries and provides assistance to the public as authorized, maintaining the confidentiality of sensitive matters. Inquiries come from many sources, including judges and their staff, other court support units, other courts, members of the bar, and the media. Serves as liaison to judges' chambers and all other court support units, as well as the Administrative Office and the Federal Judicial Center. Serves as liaison to the building manager's office (GSA) for office's physical needs (heating, cooling, lighting, cleaning).

Prepares executive correspondence, court orders, legal documents, and other materials, from dictation, rough copy, or own notes, for the court unit executive's review and signature. Edits materials prepared by others for the court unit executive's signature for accuracy, proper grammar, and spelling. Maintains court unit executive files of in-coming and out-going documents. Maintains the court unit calendar. Keeps time and attendance records. Arranges meetings or other events, including notification to participants and logistical coordination. Acts as secretariat for meetings, attending to needs of participants, preparing materials, keeping notes of proceedings, and writing and distributing minutes. Arranges for the most economical travel and lodging for judges and the court unit executive and professional staff. Maintains pro bono and CJA lists of attorneys.

Qualification Requirements

Skill and ability to manage an executive office in a professional environment. Ability to exercise mature judgment. Skill in written and oral communications, including the writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats. Thorough knowledge of, and skill in using executive office procedures and a variety of other office equipment and applications, primarily word processing. Good knowledge of court rules, policies, and procedures. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Skill in administrative matters--file maintenance, record keeping, reporting, and preparation of presentation material. Five yrs general experience; two to three yrs specialized experience required.

BENEFITS

- 10 paid holidays per year
- Up to 13 days of paid vacation for the first three years, increasing with tenure thereafter; 13 sick days accrued per year
- Choice of a variety of employer-subsidized federal health and life insurance plans
- Optional long-term care insurance
- Optional participation in Health and Dependent Care Reimbursement Accounts
- Participation in the Federal Employees Retirement System
- Optional participation in an employer-matching Thrift Savings Plan (similar to a 401K)

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the U.S. who is eligible to work in the U.S. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Employees will be hired provisionally pending the results of a fingerprint check. Direct deposit of pay required.

Send résumé, cover letter, and references to secyadmin@ca3.uscourts.gov
or mail to

Patricia Moore
22409 U.S. Courthouse
601 Market St.
Philadelphia, PA 19106-1790

EQUAL OPPORTUNITY EMPLOYER